

4 November 1965

MEMORANDUM FOR : Executive Director-Comptroller

SUBJECT : Report of Cable Secretariat Operations 1-31 Oct 65

1. Cables Processed

a. The combined work units of CIA and non-CIA cables totaled 56,004 items broken down as follows:

CIA IN	20,903
CIA OUT	7,671
Miscellaneous and Archives (924)	5,450
Non-CIA units	<u>21,980</u>
Total Work Units	56,004

b. CIA IN and OUT cables totaled 288,892 for the period January-October 1965, up 1.5% compared to the same period of 1964 (284,679) and 10% higher than the same period in 1963 (262,841).

c. Non-CIA cables for January-October 1965 totaled 195,698, an increase of 19% over the same period in 1964 (163,960) and 33% higher than the same period in 1963 (146,769).

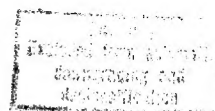
d. Work units totaled 534,573 for January-October 1965, up 9% over the same period 1964 (489,460). The Cable Secretariat did a daily average of 1,806 items each 24 hours including Saturdays and Sundays.

e. 1,639 cables or 3% of all cables processed were furnished to the Director as compared with 1,709 or 3.5% for ^{Sept}October 1965.

2. Personnel

25X1A Last month we lost one person who was transferred to NPIC, bringing our on-duty strength to [] persons against a T/O of []. Although the Office of Personnel is aware of our vacancies, they could not assign one person to the Cable Secretariat during the month of October.

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3. General

a. Attached is a memo from Chief, NE Division, expressing his appreciation for the assistance rendered by the Cable Secretariat Duty Officers during the India-Pakistan Crisis. Copies have been forwarded to the Office of Personnel for inclusion in their official files.

25X1A b. The review of the Cable Secretariat cryptonym files started in April 1965 has been completed. This review eliminated the true names of sensitive individuals and provided in their stead meaningful cryptonym descriptions. It was necessary to sanitize many source descriptions and numerous cryptonyms were deleted from the files. Mr. [REDACTED] ADDP, has directed all DDP Divisions and Staffs, to preclude the necessity for repeating this painstaking exercise at a future date, to inform the Cable Secretariat not only of newly assigned cryptonyms that appear in cable traffic but also any revisions in source descriptions for existing cryptonyms and when cryptonyms become inactive. Both Mr. [REDACTED] and [REDACTED] 25X1A thanked the Cable Secretariat for the splendid cooperation given to this review.

c. Attached is a summary of Cable Secretariat operating costs for FY 1965. This is the first time the Cable Secretariat has computed cost on a FY basis. Future cost figures will be on a FY basis in order that they may be more useful in preparation of budget estimates. The FY 1965 operating cost for the Cable Secretariat increased \$62,782.00 or three cents per message processed over CY 1964. This increase in cost is directly attributable to the 1964 pay raise, the increased costs of supplies and equipment (\$18,000) to handle more cables, and a necessary increase in our clerical staff. In the absence of these factors, our cost would not have gone up. However, a direct comparison with calendar year 1964 operating costs is not too meaningful at this time since six months of the costs of CY 1964 are included in FY 1965 operating costs. A more meaningful comparison will be made of operating costs at the end of this fiscal year (1966). Because we have more clerical help and additional equipment we now complete processing of most cables with a precedence of priority and above in less than an hour.

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25X1A d. [REDACTED] who registered with [REDACTED] a formal complaint 25X1A alleging that racial discrimination was practiced in his case, has informed [REDACTED] that he does not wish to pursue his complaint since he is transferring to another office. Considerable time and effort has been invested by this office in 25X1A refuting [REDACTED] charge, and I have suggested to [REDACTED] that it was my hope that a decision could be reached in this case as to the validity of [REDACTED] charge. Personally I believe that [REDACTED] charge is 25X1A unfounded and I would not like to leave the case unresolved. However, I am leaving to [REDACTED] the decision as to whether anything further is to be done.

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3. e. Arrangements are being made to present the data in paragraph 1 in chart form, and I hope to have something on this next month.

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Cable Secretary

Attachments:

A - C/NE Memo

B - Cost Figures - *pulled after memo returned
& filed in Cost folder.*